PP#:		_					
PPE Date:							
Timekeeper Approver Team Member: _							
	Sup Org Name	Cost Center					
Top Sup Org Assigned							
	•	Time a sha s	- + To+olo				
		Timeshee	tiotais				
	Number	Run Date		Number	Run Date	Follow-Up Date	Comments
Submited Timesheets by Timekeeper							
	Т	imekeepin	g Reports				
	Number		Date		w Date	Follow-Up Date	Comments
		1st	2nd	1st	2nd		
Unapproved Timesheets Report							
Number Unapproved at PPE							
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		Exception	Reports				
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CDMC Lagra With ant Dan		1st	2nd	1st	2nd		
SPMS Leave Without Pay							
SPMS ETR Exception Report							
SPMS ETR Pay Hours Report							
SPMS Overtime Report EE's Active at Multiple Agencies							
Supervisor by Employee							
	Leav	/e/Comp T	ime Repo	rts			
	Number	Run	Date	Review Date		Follow-up Date	Comments
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Leave Taken		130	Ziiu	130	1 2110		
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Leave use on a Holiday							
Warning Report							
	<b>L</b>		I.	l .	- 1	<u> </u>	
		Payroll P	rocess				
Payroll Results Report	Number	Run	Run Date		w Date	Follow-up Date	Comments
,		1st	2nd	1st	2nd		
	•						
Payroll Input	Number	Submiss	ion Date	Correct	ion Date	Follow-up Date	Comments
		1st	2nd	1st	2nd		
	•	•	•	•			
Reports Reviewed By:							
-			_				
Re-Run Reports Reviewed By:							

	Date Completed		
	1st	2nd	
Notification to Unsubmitted Time Empoyees			
Notification to Supervisors for Unapproved Time			